

Before Opening For Business

Item to Consider

Location and Telephone Number

1. Secure a copy of "Application for Employers Identification Number" (Form SS-4) from the Internal Revenue Service.

Internal Revenue Service
(800)829-1040

2. If a business is to be operated under an assumed name, the name under which it proposes to operate should be filed with the Tarrant County Clerk. Prior to filing the assumed name, contact the office of County Clerk to see if any other business is presently operating under the name.

Tarrant County Clerk's Office
(817)884-1195

3. For corporate certificates and all information pertaining to filing of articles of incorporation or authority of foreign corporations to do business in Texas, contact the Secretary of State.

Secretary of State
(512)463-5701

4. Owners and managers of new businesses in Grapevine, Texas should contact the Comptroller Office of the State of Texas for information on Sales Taxes, Store Taxes and other laws administered by this office.

Texas State Comptroller's Office
(800)252-5555

Check with the State to determine if any statewide permits or licenses are required.

Texas Department of Economic Development
(800)888-0511

5. Information about licenses and fees pertaining to the sale, transportation or storage of alcoholic beverages can be obtained from the Liquor Control Board.

Texas Alcoholic Beverage Commission,
(817)451-9466

6. Firms involved in the handling, processing, packaging and warehousing of foods must have Health Permits, which are issued for Grapevine by Tarrant County Public Health Department.

Tarrant County Public Health Department
(817)321-4960

7. The Fair Labor Standards Act requires employers to maintain records on wages, hours and other items. Employers having workers subject to minimum wage provisions must display certain posters where employees can readily see them.

Wage and Hour Division
U.S. Department of Labor
(817)978-2678

8. Obtain information from the Texas Employment Commission regarding the collection of unemployment insurance, tax, and benefits to qualifying employees.

Texas Employment Commission
(817)335-5111

9. Obtain information from Bureau of Labor Statistics on laws that relate to employers and safety.

Texas Department of Labor and Standards
(800)803-9202

10. Obtain a Certificate of Occupancy. Section 307 of the Uniform Building Code specifies that no building shall

City of Grapevine
Department of Development Services

be occupied or used, and no change in the existing occupancy classification of a building shall be made until a Certificate of Occupancy is issued

200 S. Main Street
Grapevine, Texas 76051
(817)410-3165 and x3166

11. Information concerning import and export procedures can be obtained from the International Trade Division of the Department of Commerce or the Small Business Development Center (SBDC).

International Trade Administration
(817)212-2673

12. Information about various management, procurement and loan programs to assist small businesses may be obtained by contacting the Small Business Administration

Small Business Administration
(817)684-5500

13. Utility hook-up. Information about utility connection, fees, and services can be obtained from the individual agencies.

See Following Section on Utilities

14. Area Wage Survey Information is available from the Bureau of Labor Statistics.

Bureau of Labor Statistics
(214)767-6974

15. Information concerning requirements to be complied with on the Occupational Safety and Health Act of 1970 can be obtained from the Texas Department of Health or the Occupational Safety and Health Administration (OSHA).

Texas Department of Health
(817)460-3032

Compliance Officer
Occupational Safety and Health
Administration
U.S. Department of Labor
(214)328-2008

16. Information concerning environmental control requirements can be obtained from the Texas Commission on Environmental Quality or the Environmental Protection Agency (EPA).

TCEQ
(512)239-1000

Environmental Protection Agency
(214)665-6444

Source: Starting A Business in Tarrant County, Small Business Administration and Tarrant County College